

COMMISSIONERS' PROCEEDINGS

Adams County Courthouse
Ritzville, Washington
Regular Meeting

March 2, 2020
(Monday)

Call to Order @ 8:30 a.m.

Present:

Chairman Roger L. Hartwig
Vice-Chairman Terrance J. Thompson
Commissioner John N. Marshall

[10:00:27 AM](#)

Public Works

Public Works Director O'Brien provided updates on maintenance; solid waste; and facilities.

Eastern Columbia Basin Irrigation District

A representative from East Columbia Basin Irrigation District (ECBID) requested the county website be opened to post bid procedures in the absence of their own website. Director O'Brien will direct the ECBID to contact Central Services Director Boness and request a portal be opened for that purpose.

Engineering

Engineer Yaeger provided updates on the Bench Road Roundabout project; Deal Road project, Phase 1; and, the Atkinson Road project.

Public Works Personnel

Reclassification of certain positions and policies for non-union employees in the Public Works department was reviewed. Human Resources is currently conducting research into the matter, noting the same principles are best applied county wide. No action was taken pending further discussion.

[10:57:14 AM](#)

[10:59:57 AM](#)

SHB 1406 – Affordable Housing Assistance

The Board invited city/town mayors to discuss SHB 1406. City of Ritzville Mayor Gary Cook and Town of Lind Mayor Paula Bell were in attendance. SHB 1406 authorized the governing body of a city/town to impose a local sales and use tax to assist with affordable housing or rental assistance.

The county, in September, 2019, passed Resolution No. R-048-2019 declaring the county's intent to levy a portion of the State's sales tax. This is not a new tax, rather a credit against state sales taxes collected within Adams County, and will not result in higher taxes.

Mayor Cook and Mayor Bell both indicated that they did not submit notification of intent to the State, due by January 1, 2020. City of Othello Mayor Logan, in a letter dated February 28, 2020, declined to enact the legislation.

Integrated Health Care Services Guse was present and explained the low income housing program in her department and how these monies may be able to assist the communities.

The county will now move forward in the process of adopting legislation authorizing the maximum capacity of the tax.

[11:32:40 AM](#)

Recess @ 12:00

Reconvene @ 1:00 p.m.

[1:36:57 PM](#)

Human Resources

Human Resources Manager Perez reviewed various projects requesting clarification of Board priorities prior to moving forward.

Perez reviewed a draft version of a GIS position job description noting it will be forwarded to the Building and Planning department for further consideration.

Building and Planning Director Wiltse requested Perez create a job description for Permit Technician/Administrative Assistant; and, Code Enforcement Officer. There is currently a permit technician position

vacancy in the Building and Planning Department. Board consensus authorized the permit technician position vacancy be advertised under the current job description.

Perez was authorized to continue with the GIS position job description and begin the process to fill the vacant permit technician position as priorities.

Additionally, Director Perez is consulting with IHCS Director Guse on a DCR/WiSe job description.

Perez also reviewed Public Works Director O'Brien's proposal, noting research is being conducted and, at this time, her perspective is that all non-union employee salaries be reviewed, not just one department. Perez further noted that the position duties or responsibilities have not substantially changed to be eligible for a salary reclassification.

Joint Labor Management Committee

Treasurer Meise was asked to serve on a joint labor management committee with the courthouse and dispatch/corrections bargaining unit, meeting on a quarterly basis. Treasurer Meise agreed to the appointment. A formal resolution will be prepared for adoption on March 4, 2020.

[2:45:00 PM](#)

County Inventory

The Board certified pursuant to RCW 36.32.210 the Adams County Fixed Asset and Departmental Inventory for the year ending December 31, 2019.

Consent Agenda

Commissioner Marshall moved, Thompson seconded, to *approve the Consent Agenda*. **Motion carried.**

Preliminary minutes of February 24 and 26, 2020

February 1 – 15, 2020, Payroll in the amount of \$425,745.50; and, Benefits in the amount of \$90,425.84 (Warrant # Series 531983-531999; Direct Deposit # Series 62025-62195; Benefit/Deduction # Series 1150388-1150397)

Vouchers audited and certified by the Adams County Auditor as required by RCW 42.24.080, and those expense reimbursement claims

certified as required by RCW 42.24.090 and recorded on a listing, which was made available to the Board. These vouchers were listed as follows:

<u>Fund</u>	<u>Control Number</u>	<u>Amount</u>
001	0578 – 0628	\$ 34,297.61
001	Hand Pays	\$ 300.00
0016F	0629	\$ 1,607.99
103	0630 – 0632	\$ 1,069.74
104	0633 – 0644	\$ 61,126.17
109	0645	\$ 847.20
116	0646	\$ 5.98
123	0647 – 0649	\$ 1,962.00
502	0650 – 0656	\$ 14,363.78
108	199	\$ 1,306.45
115	200 – 207	\$ 30,617.66
401	208 – 213	\$ 11,527.55
501	214 – 217	\$ 947.54
590	218 – 238	\$ 21,006.94
	TOTAL	\$180,986.61

Permanent Minutes Signed

February 18, 2020

Correspondence Received

Notice of Marijuana License Application re: PacPap, LLC, 2310 W. Sutton Road, Suite Q, Othello (Marijuana Producer Tier 3/Marijuana Processor) (*change of location application*)

Adjournment @ 3:50 p.m.

Submitted:
s/Patricia J. Phillips, CMC
Clerk of the Board

Edited and Approved:

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/Roger L. Hartwig, Chairman
s/Terrance J. Thompson, Vice-Chairman
s/John N. Marshall, Commissioner